

## Board of County Commissioners

Edward C. Rothstein, President  
Kenneth A. Kiler, Vice President  
Thomas S. Gordon III  
Michael R. Guerin  
Joseph A. Vigliotti



## Carroll County Government

225 North Center Street  
Westminster, Maryland 21157  
410-386-2043; 1-888-302-8978  
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### **Notice of Commissioner Meetings & Agenda for the Week of June 26, 2023**

#### **Revision 1 June 27, 2023**

- Please Note: This weekly notice and agenda is subject to change. Please call 410-386-2043 to confirm a meeting you plan to attend. All meetings, unless otherwise noted, will be held at the Carroll County Office Building, Room 311. **Public Comment may be made in person or by calling in using the number provided with the agenda each week.** All or part of a meeting may be conducted in closed session.

*Indicates Outside Activities*

#### **Monday ~ June 26, 2023**

#### **Tuesday ~ June 27, 2023**

*8:00 a.m. Risky Business Conference  
Martin's, Westminster  
Commissioner Rothstein*

#### **Wednesday ~ June 28, 2023**

*7:00 p.m. Emergency Services Advisory Council (ESAC) Meeting  
Carroll County Public Safety Training Center, Westminster  
Commissioner Guerin*

#### **Thursday ~ June 29, 2023**

**9:00 a.m. Board of County Commissioners Open Session**  
County Office Building, Room 311

*Priority Carroll*

#### **Item 1**

Public Hearing

[Proposed Amendment to Chapter 94.036, Department of Recreation and Parks](#)

Department of Recreation and Parks – Ms. Lisa Carroll

**Item 2**

Public comment on this item

[Adoption of Resolution](#)

[2023 Triennial Update to the Carroll County Water and Sewer Master Plan](#)

Department of Planning – Mr. Chris Heyn

**Item 3**

Public comment on this item

[Acceptance of Carroll County Workforce Development \(CCWD\) FY24/PY23 Grants](#)

Department of Economic Development – Mr. Jack Lyburn

**Item 4**

Public comment on this item

[Contract Award - Freedom District Water Treatment Plant – Harmonic Filter and Transformer](#)

Department of Public Works – Mr. Bryan Bokey

**Item 5**

Public comment on this item

[Change Order to extend Construction Inspection Services for the Sykesville MD 851 – Springfield Avenue Water and Sewer Main Improvements Project](#)

Department of Public Works – Mr. Bryan Bokey

**Item 6**

Public comment on this item

[Request for Public Hearing - Update to Chapter 170 Construction Codes](#)

Department of Public Works – Mr. Bryan Bokey

**Item 7**

**Public comment on this item**

**Blacktop Purchase**

**Department of Public Works – Mr. Bryan Bokey**

**Item 78**

Public comment on this item

[FY24 CourtSmart Support Services Contract](#)

Department of Technology Services – Mr. Mark Ripper

**Item 89**

Public comment on this item

[FY24 Annual Maintenance, Support and Lifecycle Management Contract \(Public Safety Motorola Radio System\)](#)

Department of Public Safety – Ms. Valerie Hawkins

**Item 910**

Public comment on this item

[FY24 Maintenance, Support and Upkeep for the Central Maryland Area Radio Communications Network \(CMARC\) Contract Renewal](#)

Department of Public Safety – Ms. Valerie Hawkins

**Item 1011**

Public comment on this item

[FY24 Medical Director for the Department of Fire and EMS – Contract renewal](#)

Department of Fire and EMS – Mr. Mike Robinson

**Public Comment** – Anyone planning to make public comment may do so in person or virtually. Those wishing to attend virtually should call +1 (872) 240-3212 and Access Code 317-923-893 to join the meeting.

Administrative Session ~ Open

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**1:00 p.m. Board of County Commissioners Open Session**  
County Office Building, Reagan Room 003

**Item 1112**

Work Session

Agricultural Zone Ordinance

Department of Planning – Mr. Chris Heyn

**Friday ~ June 30, 2023**

**Saturday ~ July 1, 2023**

*10:00 a.m. Sykesville's Let Freedom Ring Parade  
Sykesville, MD  
Commissioner Rothstein*

**Sunday ~ July 2, 2023**

8:00 a.m. “The Commissioners’ Podcast”  
Commissioner Rothstein

ACCESSIBILITY NOTICE: The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978, MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.

**Department of the County Attorney**

**Briefing Paper**

**Public Hearing – Thursday, June 29, 2023, 9:00 A.M.**

**Issue:**

Proposed Amendment to Chapter 94.036, Department of Recreation and Parks.

**Background:**

The Board will conduct a public hearing on Thursday, June 29, 2023, to hear comments on the proposed Amendment to Chapter 94.036, Department of Recreation and Parks, to allow Class 1 E-Bikes on certain walking or hiking trails designated by the County.

**Action:**

Conduct a public hearing on the proposed Amendment of Chapter 94.036.

**Staff recommended motion:**

*I move that the Board conclude the public hearing and keep the record open for ten calendar days.*

**Attendees:**

Tim Burke, County Attorney  
Lisa Carroll, Bureau of Recreation and Parks

# **Department of Planning**

## **Briefing Paper**

**June 29, 2023**

## **Open Session**

### **Issue:**

#### **Triennial Update of the Carroll County Water & Sewer Master Plan**

### **Background:**

The Carroll County Water & Sewer Master Plan is required by the State of Maryland to be updated every three years. The plan examines the current water and sewer facilities throughout the county, including all eight municipalities. It also identifies future capital improvement projects to enhance the multiple systems around the county and ensure adequate public services to its citizens.

Staff received letters, from all eight Municipal Planning Commissions, certifying that this plan is consistent with their Master Plans. The Planning Commission certified that the plan is consistent with the County Master Plan and the 2018 Freedom Community Comprehensive Plan during its May 16, 2023 meeting. Staff has ensured that all Amendments to the 2019 Water & Sewer Master Plan were incorporated into the Triennial Update.

The Board of County Commission held a duly advertised Public Hearing at their June 15th Open Session. There was one public comment at the hearing; however, staff received written comments regarding the Plan.

### **Action:**

**Staff is requesting that the Board of County Commissioners adopt the Triennial Update to the Water and Sewer Master Plan.**

### **Motion:**

**I move the Board of County Commissioners adopt the Triennial Update to the Water and Sewer Master Plan and forward to MDE for final approval.**

### **Attendees:**

Chris Heyn, Acting Director, Department of Planning

Mary Lane, Planning Manager, Department of Planning

Price Wagoner, Comprehensive Planner, Department of Planning

**RESOLUTION NO. \_\_\_\_\_-2023**

(2023 Triennial Update to the Carroll County Water and Sewer Master Plan)

**WHEREAS**, the County Commissioners of Carroll County are required by Title 9, Subtitle 5 of the Environment Article of the Annotated Code of Maryland to periodically review and revise the Carroll County, Maryland Water and Sewer Master Plan; and

**WHEREAS**, staff from various agencies worked together to develop proposed amendments to the Water and Sewer Master Plan; and

**WHEREAS**, on March 16, 2023 the Westminster Planning Commission certified the corresponding chapters and maps of the 2023 Triennial Update as consistent with the *2009 City of Westminster Comprehensive Plan*; and

**WHEREAS**, on March 27, 2023 the New Windsor Planning and Zoning Commission certified the corresponding chapters and maps of the 2023 Triennial Update as consistent with the *2007 New Windsor Community Comprehensive Plan as Amended in 2010*; and

**WHEREAS**, on March 27, 2023 the Taneytown Planning Commission certified the corresponding chapters and maps of the 2023 Triennial Update as consistent with the *2010 Taneytown Community Comprehensive Plan*; and

**WHEREAS**, on April 18, 2023 the Manchester Planning and Zoning Commission certified the corresponding chapters and maps of the 2023 Triennial Update as consistent with the *2018 Manchester Comprehensive Plan*; and

**WHEREAS**, on April 20, 2023 the Union Bridge Planning Commission certified the corresponding chapters and maps of the 2023 Triennial Update as consistent with the Union Bridge *2008 Community Comprehensive Plan, Third Amended 2014*; and

**WHEREAS**, on April 26, 2023 the Hampstead Planning and Zoning Commission certified the corresponding chapters and maps of the 2023 Triennial Update as consistent with the *2010 Hampstead Community Comprehensive Plan, Amended 2017*; and

**WHEREAS**, on May 16, 2023 the Carroll County Planning and Zoning Commission Certified the proposed Triennial Update as consistent with the *2014 County Master Plan, Amended 2019; 2018 Freedom Community Comprehensive Plan*; and

**WHEREAS**, on June 12, 2023 the Mount Airy Planning Commission certified the corresponding chapters and maps of the 2023 Triennial Update as consistent with the *2013 Town of Mount Airy Comprehensive Master Plan*; and

**WHEREAS**, the County Commissioners of Carroll County conducted a duly advertised Public Hearing regarding the Triennial Update on June 15, 2023.

**NOW THEREFORE, BE IT RESOLVED** that the County Commissioners adopt the 2023 Triennial Update to the Carroll County Water and Sewer Master Plan this 29<sup>th</sup> day of June 2023.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective if/when the 2023 Triennial Update is Approved by the Maryland Department of the Environment in accordance with the Annotated Code of Maryland, Environment Article, Section 9-507.

– **ADOPTED** this 29<sup>th</sup> day of June 2023.

ATTEST:

THE COUNTY COMMISSIONERS  
OF CARROLL COUNTY, MARYLAND,  
a body corporate and politic of the  
State of Maryland

\_\_\_\_\_  
County Clerk

\_\_\_\_\_(SEAL)  
Edward C. Rothstein, President

\_\_\_\_\_(SEAL)  
Kenneth Kiler, Vice-President

\_\_\_\_\_(SEAL)  
Joseph Vigliotti, Commissioner

\_\_\_\_\_(SEAL)  
Tom Gordon, III, Commissioner

\_\_\_\_\_(SEAL)  
Michael Guerin, Commissioner

Approved for legal sufficiency:

\_\_\_\_\_  
Timothy C. Burke, County Attorney

**Department of Economic Development/CCWD**

**Briefing Paper**

**June 29, 2023**

**Open Session**

**Issue:** PY 23 and FY 2024 Workforce Innovation and Opportunity Act (WIOA) formula grants; PY 23 Summer Youth Connection grant awards; PY23 DORS Summer Youth grant. Carroll County Local Workforce Development Board voted to approve these grants for the stated granting period at the meeting on May 17, 2023.

**Background:**

Summer Youth: Governor's Summer Youth Connections - Carroll County Workforce Development will provide six weeks of employment for 11 local youth ages 16-18 experiencing potential barriers to employment. Participants are placed with local employers. During the six-week period they will also learn essential work and life skills, participate in group and team-building activities. Students may also choose to participate in online work readiness as an alternative to in-person employment.

DORS: Summer Youth Program- With funding from our WIOA core partner, CCWD/CCG is the employer of record for youth with disabilities in the workplace. This program supports up to 30 students who benefit from on-the-job coaching.

WIOA: The U.S. Department of Labor provides federal funding through the Workforce Innovation and Opportunity Act to the Maryland Labor to Carroll County Workforce Development Area. This funding serves low-income Adults with identified barriers to employment, Dislocated Workers, and disconnected Youth through the American Job Center and CCWD as well as providing talent and workforce development services to local businesses.

**PY 23 / FY 24 Budget**

<b>Summer Youth</b>	<b>\$26,850.00</b>
<b>DORS</b>	<b>156,570.00</b>
<b>WIOA</b>	
Adult	\$266,908.00
Dislocated Worker	\$429,269.00
Youth	\$278,989.00
<b>WIOA Total</b>	<b>\$975,166.00</b>

**Action:** Discussion/Decision

**Staff-Recommended Motion:** I move that the Board of Commissioners accept the PY23 Governor's Summer Youth Program grant award, the PY23 DORS Summer Youth funding, and the PY23 and FY24 Workforce Innovation and Opportunity Act (WIOA) formula grant awards.

**Attendees:** Jack Lyburn, Director, Economic Development  
Denise Beaver, Deputy Director, Economic Development  
Heather Powell, Manager, Carroll County Workforce Development  
Corey Hardinger, Grants Analyst, Management and Budget

DATE: June 29, 2023

TO: The Carroll County Board of Commissioners

RE: Freedom District Water Treatment Plant – Harmonic Filter and Transformer

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests your approval to award a contract for the purchase and installation of a harmonic filter and transformer at the Freedom District Water Treatment Plant (Commissioner District 5) to IMACS, Inc. in the amount of Sixty-Two Thousand Six Hundred Twenty Dollars and Forty-Eight Cents (\$62,620.48). This award will be made via a competitively bid term contract. The bid amount is within the adopted budget and no additional funds will be necessary.

**Background:**

In recent months, it has been determined that the baseline harmonic distortion of the BGE power supply to the Freedom District Water Treatment Plant exceeds recommended maximum limits established by IEEE Standard 519 for industrial plants. This can result in increased transformer, capacitor, and motor heating; false operation of equipment; incorrect readings on plant meters; false operation of relays; and interference with circuits. In discussions with BGE, the bureau has been advised that increases in harmonics have been observed throughout the United States and is becoming a focus of conversations at national conferences and the Electric Power Research Institute. It is suspected that the overall increase of solar and EV charger installations is a contributor to the increase in harmonics across the country. Although BGE is evaluating potential solutions to this problem, there is currently limited technology available to reduce harmonics on a mass scale. To bring the overall harmonic distortion within acceptable limits and to extend the overall service life of the plant's equipment, it has been recommended that a harmonic filter and transformer be installed.

**Staff Recommended Motion:**

I move the Board of Commissioners award a contract for the purchase and installation of a harmonic filter and transformer at the Freedom District Water Treatment Plant to IMACS, Inc. in the amount of Sixty-Two Thousand Six Hundred Twenty Dollars and Forty-Eight Cents (\$62,620.48).

DATE: June 29, 2023

TO: The Carroll County Board of Commissioners

RE: Change Order to Extend Construction Inspection Services for the Sykesville MD 851 – Springfield Avenue Water and Sewer Main Improvements Project

**Executive Summary:**

The Office of Procurement, in cooperation with the Bureau of Utilities, requests Board of Commissioners approval of a change order to Whitman, Requardt & Associates, LLP (WRA) in the amount of Sixty-Eight Thousand Forty Dollars and Zero Cents (\$68,040.00) for a ninety day extension of construction inspection services for the Sykesville MD 851 – Springfield Avenue Water and Sewer Main Improvements project. The cost of these improvements is within the adopted budget and capital project. No additional funding will be necessary.

**Background:**

The Sykesville Md 851 – Springfield Avenue Water and Sewer Main Improvements project is presently under construction by general contractor Rivers Construction. The progress rate of the construction activity has been impeded due to significant volumes of rock encountered and weather delays. Because of these factors, the construction activity will exceed the Contract's originally allotted one hundred eighty working days. This request for an extension of construction inspection services will provide funding to carry the scope of services through late September 2023. As presented to the previous Board, the construction improvements require the presence of a full-time inspector to resolve day-to-day construction matters and to ensure quality installation.

**Staff Recommended Motion:**

I move the Board of Commissioners approve a change order to WRA in the amount of Sixty-Eight Thousand Forty Dollars and Zero Cents (\$68,040.00) for a ninety day extension of construction inspection services for the Sykesville MD 851 – Springfield Avenue Water and Sewer Main Improvements project.

**Department of Public Works**  
**Briefing Paper**  
**6/29/23**  
**Open Session**

**Executive Summary:**

This year the Maryland Codes Administration updated and adopted the Maryland Building Performance Standards with an effective date of May 29, 2023. The State requires all local jurisdictions adopt within 12 months of the State's adoption.

**Background:**

The Bureau of Permits & Inspections is responsible for adoption and compliance inspections of Chapter 170 construction codes. The Maryland Codes Administration updates Maryland's building codes every 3 years to ensure latest International Construction Codes and their referenced standards are used to provide safe buildings and their accessories. Updating these codes also allows the latest technologies and techniques to be used in the built environment.

The Bureau has reviewed the proposed changes to Chapter 170 construction codes with the local plumbing and electrical boards and with the Code Steering Committee. Changes were developed and finalized with each group's input and subsequent approval. Our final step is to provide an opportunity for the public to comment at a public hearing.

**Action:** Briefing/Decision

**Staff Recommended Motion:**

I move the Board of Commissioners approve the request by the Bureau of Permits & Inspections to proceed to public hearing.

**Attending:**

Michael Zepp, Bureau Chief, Permits and Inspections  
Jason Green, Deputy Director, Department of Public Works

DATE: June 29, 2023  
TO: The Carroll County Board of Commissioners  
RE: Blacktop Purchase

**EXECUTIVE SUMMARY:**

The Office of Procurement in cooperation with the Bureau of Roads Operations requests your approval to purchase blacktop from an existing term contract with C. J. Miller in the amount of \$114,500.00 for use on roadways and aprons. This amount is within the fiscal year 2023 budget and no additional funds will be necessary.

**Background:** The Department of Public Works Bureau of Roads Operations (Roads) has an approved contract with C.J. Miller for blacktop. Roads will use this material on Nusbaum Road (District 1), Roller Road (District 2) and aprons on both Old Fridinger Mill Roads (Districts 2 and 3).

**STAFF RECOMMENDED MOTION:**

I move that the Board of Commissioners approve the Office of Procurement to purchase blacktop from C. J. Miller in the amount of \$114,500.00.

DATE: June 29, 2023

TO: The Carroll County Board of Commissioners

RE: CourtSmart Support Services

**EXECUTIVE SUMMARY:**

The Office of Procurement in cooperation with the Department of Technology Services is requesting your approval for the purchase of support services for the existing CourtSmart System in the amount of \$46,196.40.

This amount is approved in the FY24 budget, and no additional funds should be required.

**BACKGROUND:**

1. CourtSmart is Carroll County Circuit Court's digital recording system. CourtSmart is in use in every District Court, as well as the majority of Circuit Courts in the State of Maryland.
2. The existing support services agreement ends June 2023.
3. The support service is funded under the adopted FY'24 budget.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the network and physical security work purchase to CourtSmart Digital Systems in the amount of \$46,196.40.

DATE: June 29, 2023

TO: The Carroll County Board of Commissioners

RE: Annual Maintenance, Support, and Lifecycle Management (Public Safety Motorola Radio System)

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Public Safety requests your approval to continue the multi-year agreement with Motorola Solutions, Inc. for the annual maintenance, support and lifecycle management for the Public Safety ASTRO 25 radio system, per maintenance agreement # USC000007842, and SUAI agreement #USC000003900 in the amount of \$1,512,214.26. This amount is approved in the FY24 budget, and no additional funds should be required.

**Background:**

The multiple components of the County's emergency communications system are covered by a multi-year Maintenance, Support and Upkeep Agreement with Motorola Solutions, which was executed in July 2022. This agreement includes, among other features, 24 x 7 x 365 support of the County's 800 MHz radio system infrastructure, microwave network, and VHF paging system; continuous upgrades of the 800 MHz radio system's operating software to ensure the system remains current; and enhanced system monitoring and security measures. The multi-year Maintenance, Support and Upkeep Agreement also incorporates the same features for the radio capabilities of the Westminster Police Department (WPD). WPD fully funds its share of the cost of the total agreement; WPD pays the County the full amount of its share (\$29,672.74) at the beginning of the annual covered period. The County's share equals \$1,482,451.52, for a total cost \$1,512,214.26.

**Staff Recommended Motion:**

I move the Board of Commissioners approve the Annual Maintenance, Support, and Lifecycle Management Services for the ASTRO 25 Radio System to Motorola Solutions, Inc. in the amount of \$1,512,214.26, and authorize the Director of Public Safety to approve the resulting monthly payments.

DATE: June 29, 2023

TO: The Carroll County Board of Commissioners

RE: Maintenance, Support & Upkeep for the Central Maryland Area Radio Communications Network (CMARC)

**EXECUTIVE SUMMARY:**

The Office of Procurement, in cooperation with the Department of Public Safety requests your approval to renew the annual maintenance agreement with Motorola Solutions, Inc. for Carroll County's share of the cost for the maintenance, support & upkeep of the CMARC regional radio system, per Service Agreement Contract # USC000039827 in the amount of \$65,000.00. This amount is approved in the FY24 budget, and no additional funds should be required.

**Background:**

On June 15, 2006, Carroll County entered into an agreement to contribute annually towards the cost of the support, maintenance, and upkeep of the CMARC regional radio system. There is no increase in cost from the previous year, and the cost for this annual contribution for FY2024 is the same for each member jurisdiction of CMARC.

**Staff Recommended Motion:**

I move the Board of Commissioners approve Carroll County's payment share of CMARC Maintenance, Support & Upkeep to Motorola Solutions, Inc. in the amount of \$65,000.00, as well as authorize the Director of Public Safety to execute the FY2024 Maintenance, Support and Upkeep Agreement with Motorola Solutions for the CMARC regional radio system.

DATE: June 29, 2023

TO: The Carroll County Board of Commissioners

RE: Medical Director for the Department of Fire/EMS - Renewal

**EXECUTIVE SUMMARY:**

The Office of Procurement with the Department of Fire/EMS came before the Board last July and received approval to contract with Johns Hopkins School of Medicine, Department of Emergency Medicine as an independent contractor who will serve as the Medical Director for Carroll County's EMS operations. The FY23 annual cost for this service was \$52,000.00. The Department of Fire/EMS is requesting an increase in working hours for the Medical Director bringing this year's (FY24) cost to \$96,000.00 (\$192.00 per hour x 10 hours per week for 50 weeks).

These funds have been approved in the FY24 budget and no additional funds should be needed.

**Background:**

An EMS Operational Program requires a Medical Director under COMAR (Code of Maryland Regulations) Title 30, Chapter 30.03.03 to provide jurisdictional medical oversight and physician oversight of the County's EMS Operational Program. All EMS clinicians who operate under the authority of the County shall be medically accountable for their actions to the Medical Director. Until July 2022, the Medical Director was contracted by Carroll County Volunteer Emergency Services Association (CCVESA). The County will now assume responsibility for employing an individual to serve in this role.

**Staff Recommended Motion:**

I move that the Board of Commissioners approve the renewal of contracting with Johns Hopkins School of Medicine, Department of Emergency Medicine for a Medical Director in the estimated annual amount of \$96,000.00.